

# Robert C. Byrd Honors Scholarship Program

## 2005-2006 Checklist



### APPLICATION CHECKLIST:

- ✓ PAGE 1 – COMPLETED “STUDENT PAGE”
- ✓ PAGE 2 – COMPLETED “PRINCIPAL PAGE”
- ✓ PAGE 3 – “AFFIDAVIT OF INTENT TO ENROLL” IN A UNIVERSITY, COLLEGE OR OTHER ACCREDITED INSTITUTION OF HIGHER EDUCATION
- ✓ ONE ORIGINAL STUDENT TRANSCRIPT  
*IMPORTANT NOTES CONCERNING TRANSCRIPTS & GPAs: IF STUDENT’S GPA IS WEIGHTED AND AN UN-WEIGHTED GPA CANNOT BE PROVIDED, ATTACH AN EXPLANATION OF THE WEIGHTED PROCESS BEING UTILIZED AND ATTACH THIS TO THE STUDENT TRANSCRIPT. **AN UN-WEIGHTED GPA IS PREFERRED DUE TO THE PANEL REVIEW COMMITTEE’S APPLICATION SCORING AND SELECTION PROCESS.** ALSO, PLEASE DO NOT PUT ORIGINAL TRANSCRIPTS AND COPIES IN SEALED ENVELOPES. ORIGINAL TRANSCRIPTS MUST HAVE AN APPROPRIATE SEAL/STAMP OR OTHER INDICATION OF AUTHENTICITY.*
- ✓ RETURN ORIGINAL APPLICATION AND STUDENT TRANSCRIPT **PLUS 4 XEROX COPIES** OF EACH ITEM ABOVE – A TOTAL OF 5 COMPLETED APPLICATIONS AND 5 TRANSCRIPTS MUST BE SUBMITTED FOR THE PANEL REVIEW COMMITTEE.

TYPED APPLICATIONS ARE PREFERRED, HOWEVER, STUDENTS MAY ALSO NEATLY HAND-WRITE APPLICATIONS IN BLUE OR BLACK INK. ALL SIGNATURES AT THE BOTTOM OF EACH PAGE OF THE ORIGINAL MUST BE SIGNED IN BLUE OR BLACK INK. USE ONLY THE SPACE PROVIDED FOR ACADEMIC HONORS AND ACTIVITIES.

### PLEASE NOTE:

- THE SELECTION PANEL WILL NOT REVIEW ANY ADDITIONAL INFORMATION SUCH AS LETTERS OF RECOMMENDATION, RESUMES, OR ANY OTHER DOCUMENTS.
- ALL ITEMS OF THE APPLICATION MUST BE COMPLETED AND ALL COPIES OF THE APPLICATIONS SHOULD BE MAILED IN THE SAME PACKAGE FROM THE HIGH SCHOOL. IF SUBMITTING MORE THAN 1 STUDENT APPLICATION, THE PRINCIPAL MUST RANK THE STUDENTS (SEE PRINCIPAL RANKING SECTION ON PAGE 2 OF THE APPLICATION).
- APPLICATIONS MUST BE RECEIVED BY OUR OFFICE (NOT POST-MARKED) BY THE DUE DATE!
- NO STUDENT-SUBMITTED OR FAXED APPLICATIONS WILL BE ACCEPTED!
- APPLICATIONS WITH INCOMPLETE INFORMATION, MISSING INFORMATION, OR MISSING PAGES WILL NOT BE ACCEPTED!

Questions? Feel free to contact Melanie Ragone, AZ Byrd Scholarship Coordinator,  
at (602) 542-3710 or email [mragone@ade.az.gov](mailto:mragone@ade.az.gov)